



**VIRGINIA DEPARTMENT OF SOCIAL SERVICES  
DIVISION OF FAMILY SERVICES  
Announces the**

**Request For Application (RFA)  
FY 2004-2005 funding for the**

**Victims of Crime Act (VOCA) Child Abuse/Neglect Treatment Program**

**GRANT NUMBER  
G SVC-04-07**

**Application Deadline: May 3, 2004 3:00 p.m.**

**Optional Pre-Proposal Conference**

**9:45 to Noon, April 15, 2004 in Henrico County at the  
Forest Office Park  
Wythe Building 2<sup>nd</sup> Floor  
1604 Santa Rosa Road  
Richmond, Virginia 23229 (804) 662-7475**

## **CONTENTS**

- I. INTRODUCTION**
- II. PROGRAM OVERVIEW AND REQUIREMENTS**
- III. APPLICATION PREPARATION AND SUBMISSION INSTRUCTIONS**
- IV. PROCESS OF REVIEW AND CRITERIA FOR AWARD**
- V. REPORTING REQUIREMENTS**
- VI. PRE PROPOSAL CONFERENCE**
- VII. APPLICATION FORMS AND ATTACHMENTS**
  - A. GRANT APPLICATION COVER SHEET**
  - B. FEDERAL PROGRAM ASSURANCES**
  - C. GENERAL GRANT CONDITIONS**
  - D. ACTIVITIES/OUTCOMES FORM (Work Plan)**
  - E. ITEMIZED BUDGET**
  - F. QUARTERLY PROGRESS REPORT**
  - G. DIRECTIONS TO OPTIONAL PREPROPOSAL CONFERENCE**

## I. INTRODUCTION

### Purpose

Grants awarded competitively under the Statewide Victims of Crime Act by way of this Request for Application to public, private non-profit, incorporated agencies and organizations in Virginia are intended to be used for the statewide provision of child abuse/neglect treatment services.

The Victims of Crime Act 1984 (VOCA) provides federal funds to states for the purpose of compensating and otherwise assisting victims of crime. VOCA established the Crime Victims Fund in the U.S. Treasury to receive deposits of fines and penalties levied against criminals convicted of federal crimes.

### Eligible Applicants

Public and private non-profit incorporated agencies and local governments located in Virginia are eligible to apply for these funds. Organizations and agencies operating in Virginia must have already obtained a 501 designation under the Internal Revenue Service Code or must be already established/incorporated as a “for profit” association. Proof of IRS designation is required.

### Funding Available and Grant Period

Utilizing a competitive RFA process, the Department will make available between \$1,000,000 and \$1,500,000 for child abuse/neglect treatment services for the period of July 1, 2004 – June 30, 2005. These are competitive grants and only the highest quality applications will be awarded funding. A minimum of 20% cash or in-kind match from non-federal sources is required. This RFA offers local communities an opportunity to tailor projects to meet their individual needs.

### How to Apply

Applicants requesting funding must submit **one original and five copies** of the Victims of Crime Act Child Abuse/Neglect Treatment Program Grant Application. These must be received by the Virginia Department of Social Services, Division of Family Services (CPS), 7 North 8<sup>th</sup> Street, 4<sup>th</sup> Floor, Richmond, Virginia 23219 no later than 3:00 p.m. on Monday, May 3, 2004. Applications submitted on-line or faxed and applications received after the deadline will **not** be considered.

### Additional Information

This grant is cost reimbursable. Reimbursements will be made quarterly unless a written request for hardship is made and approved by VDSS, in which case, reimbursements may be monthly. All reimbursements will be deposited electronically through the Virginia Department of Account's Remittance Electronic Data Exchange (EDI). Application information for EDI can be found on the Department of Account's website: [www.doa.state.va.us](http://www.doa.state.va.us).

“Copies of this grant application, including the necessary grant application forms and instructions, may be downloaded from the DSS website. This may be accessed at [www.dss.state.va.us](http://www.dss.state.va.us). Grant award notices will also be published on this website.

If you have additional questions regarding the grant application, please contact:

Joan Bynum, CPS Program Consultant  
Division of Family Services  
Department of Social Services  
7 North 8<sup>th</sup> Street, 4<sup>th</sup> Floor  
Richmond, Virginia 23219  
Telephone Number (804) 726-7550  
Email address: [joan.bynum@dss.virginia.gov](mailto:joan.bynum@dss.virginia.gov)

## **II. PROGRAM OVERVIEW AND REQUIREMENTS**

### **Program Overview**

Victims of Crime Act funds must be used for direct services to victims of child abuse and neglect or to adults who were sexually abused as children.

Examples of eligible victim groups are:

- children who have been identified by local departments of social services as victims of child abuse and neglect.
- children who have been referred to local departments of social services as possible victims of child abuse and neglect are also eligible if referral results in investigation. (must be determined a valid complaint)
- adults who were molested as children are an eligible group of victims for this funding.

Programs that provide services to victims other than those in the above groups must specifically define how the population served through this funding are victims of child abuse and neglect.

Any costs not closely related to direct service delivery for victims cannot be charged to these funds. Programs that serve both victims and non-victims must reasonably prorate their costs to assure that VOCA funds are used only for victim services.

In order to be eligible to receive VOCA funding, the following conditions must be met and demonstrated by the applicant:

- Funds cannot be used for services to perpetrators.
- Projects must have a volunteer component.
- Projects **must** promote within the community coordinated public and private efforts to aid crime victims. This collaboration will include, but is not limited to, serving on state, federal, local task forces, commissions, working groups, and/or multi-disciplinary teams. All recipients must identify, by obtaining signatures (on the form provided in attachment C, VOCA Questionnaire), who the community partners are and what their involvement will be in the planning and service delivery of the project. This requirement is in lieu of letters of support. Although collaborative efforts can include the development of written agreements (MOU's); the development of the MOU cannot be supported with VOCA funds.
- Projects must assist victims in securing benefits available through the Virginia Division of Crime Victims Compensation, and maintain necessary communication with that office.
- Provide services, at no charge to the victim, through the VOCA-funded project.
- Match requirements for VOCA Programs: **a 20% cash or in-kind match from non-federal sources is required.**

**Any deviation from these requirements requires prior written approval by the Department.**

Any funds designated as matching funds for VOCA funds are restricted to the same uses as the VOCA funds as stated herein; therefore, applicants are encouraged not to overmatch what is required.

VOCA funds cannot be used to supplant state and local funds that would otherwise be available for crime victim services. EXAMPLE: Funds cannot be used to pay for salaries of existing county or city employees.

Contracts will be signed for a **12 month period**.

Examples of VOCA funded services include, but are not limited to, the following:

- **Counseling services** that include in-person crisis intervention, emotional support, and guidance immediately after the abuse and neglect incident or on an ongoing basis to the victims of child abuse and neglect.
- **Individual or group therapy** for victims of child abuse or neglect.
- **Emergency shelter** for victims of child abuse or neglect who cannot safely remain in their home; petty cash for transportation, food, shelter and/or other necessities.

- **Support services** such as: self-help groups, including children's programs affiliated with Parents Anonymous Chapters, or Sons and Daughters United Programs and Adults Molested as Children groups; respite or therapeutic day care; and programs within shelters for children who are themselves primary victims of child abuse or neglect.
- **Court-related services** that assist the child victim in participating in criminal justice proceedings.
- **Payment of all reasonable costs for forensic medical exams** of child victims not covered by third party payments or otherwise reimbursed. Funds may only be used to pay for those forensic medical examinations that conform to standards adopted by the State or meet evidentiary requirements of the local prosecutor.

Certain services, activities and costs are not generally considered direct child abuse/neglect treatment services, but are often a necessary and essential activity to ensure that quality direct services are provided. Before these costs can be supported with VOCA funds, there must be agreement between the applicant and the Department that direct services to child abuse/neglect victims cannot be offered without support for these expenses; that the applicant has no other source of support for them; and that only limited amounts of VOCA funds will be used for these purposes. Examples of such items include:

**Skills Training for Staff:** VOCA funds designated for training are to be used exclusively for developing the skills of direct service providers including paid staff and volunteers, so that they are better able to offer quality services to child abuse/neglect victims i.e. how to respond to a victim in crisis. VOCA funds can be used for training both VOCA-funded and non-VOCA-funded service providers who work within a VOCA recipient organization but **VOCA funds cannot be used for management and administrative training for executive directors, board members, and other individuals that do not provide direct services.**

**Training Materials:** VOCA funds can be used to purchase materials such as books, training manuals and videos for direct service providers within the VOCA funded organization, and can support the costs of a trainer for in-service staff development. Staff from other organizations can attend in-service training activities that are held for the sub recipient's staff.

**Training Related Travel:** VOCA funds can support costs such as travel, meals, lodging, and registration fees to attend training within the State or a similar geographical area.

**Equipment and Furniture:** VOCA funds may be used to purchase furniture and equipment that provides or enhances direct services to victims of child abuse/neglect. VOCA funds cannot support the entire cost of an item that is not used exclusively for child abuse/neglect victim related activities. However VOCA funds can support a prorated share of such an item. Examples of allowable costs may include beepers, video-tape cameras and players for interviewing children; two-way mirrors, and equipment and furniture for children's play areas.

The costs of furniture or equipment that makes victims services more accessible to persons with disabilities, such as TTY for the hearing impaired, are allowable.

**Advanced Technologies:** At times, computers increase an agency's ability to reach out and serve crime victims. VOCA applicants must describe how the computer equipment will

enhance services to victims of child abuse/neglect; how it will be integrated into and/or enhance the applicant's current system; the cost of installation; the cost of training staff to use the computer equipment; the on-going operational costs, such as maintenance agreements, supplies and how these additional costs will be supported. Advanced technology is not the intent of the grant, but should be a supplement to the purpose i.e. direct service treatment.

**Operating Costs:** Examples of allowable operating costs include supplies, equipment use fees, printing, photocopying, and postage when supported by appropriate documentation; brochures which describe available services; and books and other victim-related materials. VOCA funds may support administrative time to complete VOCA-required time and attendance sheets and programmatic documentation, reports, and statistics; and administrative time to maintain crime victims' records.

**Supervision of Direct Service Providers:** VOCA funds may be provided for supervision of direct service providers when such supervision is necessary and essential to providing direct services to child abuse/neglect victims i.e. a coordinator of volunteers.

The following services, activities, and costs, although not exhaustive, **cannot be supported with VOCA victim assistance grant funds:**

**Lobbying and Administrative Advocacy:** VOCA funds cannot support victim legislation or administrative reform, whether conducted directly or indirectly.

**Perpetrator Rehabilitation and Counseling:** Grant recipients cannot knowingly use VOCA funds to offer rehabilitative services to offenders. Likewise, VOCA funds cannot support services to incarcerated individuals, even when the service pertains to the victimization of that individual.

**Needs Assessments, Surveys, Evaluations, and Studies:** VOCA funds may not be used to pay for efforts conducted by individuals, organizations, task forces, or special commissions in the study and/or research of particular crime victim issues.

**Prosecution Activities:** VOCA funds cannot be used to pay for activities that are directed at prosecuting an offender; or witness notification and expert testimony at a trial. Victim protection costs and victim/witness expenses such as travel to testify in court and subsequent lodging and meal expenses are considered part of the criminal justice agency's responsibility and cannot be supported with VOCA funds.

## **Fundraising Activities**

## **Indirect Organizational Costs**

## **Property Loss**

**Most Medical Costs:** VOCA victim assistance grant funds cannot support medical costs resulting from victimization, except for forensic medical examinations for sexual assault victims.

## **Relocation Expenses**

**Administrative Staff Expenses:** Salaries, fees and reimbursable expenses associated with administrators, board members, executive directors, consultants, coordinators, and other individuals unless these expenses are incurred while providing direct services to crime victims.

**Development of Protocols, Interagency Agreements, and Other Working Agreements**

**Costs of Sending Individual Crime Victims to Conferences**

**In-Patient Treatment Facilities**

**Activities Exclusively Related to Crime Prevention**

### **III. APPLICATION PREPARATION AND SUBMISSION INSTRUCTIONS**

In order to be considered for funding, all applicants must submit one original and five bound copies of the following documents in the following order:

1. GRANT APPLICATION COVER SHEET (with signatures) (Attachment A, A1)
2. ASSURANCES FORM SF-424B (with signatures)
3. W-9 FORM
4. VOCA Program Summary Form (Attachment B)
5. Victims of Crime Act Project Description Questionnaire (Attachment C, 5pages)
6. Work Plan Form with instructions (Attachment D, D1)
7. PROPOSED BUDGET (Attachment E) – must include both
  - a. Itemized Budget form and
  - b. A clear explanation of expenses in narrative form. Failure to provide a budget narrative will result in rejection of the application.
8. OTHER REQUIRED ATTACHMENTS
  - a. 501 Certification or Other type of IRS designation
  - b. A copy of the organization's by-laws and/or mission statement may be included to ascertain the eligibility of the applicant.

Applications must be signed by an authorized representative of the applicant. All information requested should be submitted. Failure to submit all information requested may result in the purchasing agency requiring prompt submission of missing information and/or giving a lowered evaluation of the proposal. Applications which are substantially incomplete or lack key information may be rejected by the agency. Mandatory requirements are those required by law or regulation or are such that they cannot be waived and are not subject to negotiation.



## **1. GRANT APPLICATION FORM**

A RFA Application cover sheet has been provided and shall be submitted as the cover page of the grant application. Applications which lack required signatures will not be considered. **(Attachment A)** provides instructions for the RFA Application Form, **(Attachment A1)** is the RFA Application Form.)

## **2. REQUIREMENTS AND ASSURANCES**

Federal Assurances Form SF-424B and Form W-9 must be completed. Applications that lack signatures will not be considered.

### **3. VOCA Program Summary Form (Attachment B)**

### **4. Project Description Questionnaire (Attachment C)**

## **5. WORK PLAN (Attachment D, D1)**

Describe specifically, the outcome(s) you hope to achieve by implementing the proposed project.

State the measurable goal(s)/objective(s) of the proposed initiative and the activities proposed to achieve the goals and objectives established.

## **6. PROPOSED BUDGET**

Complete the Itemized Budget Sheet **(Attachment E)**. Attach to the Itemized Budget Sheet a budget narrative that includes a) description of each proposed expenditure and b) justifies the proposed expenditure by explaining the need for it. Dollar amounts for in-kind match must be thoroughly justified.

**All expenses included in the application must be allowable under federal and state regulations, must be reasonable and necessary and apply directly to the project.**

## **7. Other Required Attachments**

A 501 Certification or other IRS designated documentation must be attached. Also a copy of the organization's by-laws and or mission statement may be included to ascertain the eligibility of the applicant.

#### **IV. PROCESS OF REVIEW AND CRITERIA FOR AWARD**

A review committee consisting of state/local government and private agency staff having knowledge of victims of child abuse treatment services shall review applications for completeness and responsiveness to the RFA. The Review Committee will submit recommendations for funding to the Commissioner of the Department of Social Services.

##### **1. Evaluation Criteria**

To be considered for funding, proposals must first meet the stated objectives of the RFA as specified in Section II, Program Overview and Requirements. In addition proposals must meet general and specific requirements outlined in Section IV of this RFA.

**Proposals will be evaluated using the following criteria:**

##### **Content Adequacy (10 points)**

- a. Concise, complete realistic in scope and reflects rational for services to be funded;
- c. Reflects congruence between all proposal components, all appropriate sections of questionnaire answered completely; and all attachments present.

##### **Summary Form (5 points)**

- a. Complete and accurate; and
- b. Congruent with other proposal elements.

##### **Project Description and Need (35 points)**

- a. Clearly, completely and accurately describes proposed project– goals/objectives, services, activities and materials;
- b. Identifies the target population, numbers and geographical area to be served;
- c. Identifies strengths and obstacles in the development of community collaboration; identifies existing resources and ensures unnecessary duplication of services will not occur;
- d. Specifies whether new or ongoing project; and identifies need for project in area;
- e. Discusses past funding and accomplishments if project is ongoing;
- f. Documents efforts to secure other funding, and demonstrate lack of other funding to support project.

### **Performance Measures (10 points)**

Clearly describes the proposed project and identifies the results and benefits to be derived from Implementation

- a. Workplan goals and objectives are consistent with goals and objectives discussed in RFA, and specifies services/activities to be provided;
- b. Uses measurable objectives; and identifies time frames.

### **Evaluation Plan Measures the Degree of Success in Accomplishing Project Goals and Objectives (20 points)**

- a. Specifies quantitative and qualitative evaluation methodology which includes process and outcome evaluation procedures;
- b. Measures degree of success in accomplishing goals/objectives provides for an analysis of results and utilizes ongoing review;
- c. Record-keeping and data collection plans are specific and appropriate, including statistics required for quarterly and final reports;
- d. For ongoing programs, discusses extent to which services provided were cost-effective and provides analysis of results of previous evaluations; demonstrates that the program satisfied past objectives.

### **Budget and Fiscal Accountability (20 points)**

- a. Complete, accurate and costs consistent with proposed activities;
- b. Justifies all proposed project costs; and cost is consistent with proposed activities;
- c. Documents clearly sources of cash and in-kind match; and
- d. Demonstrates ability to maintain records and fiscal accountability;
- e. Quarterly reports and fiscal/invoices for FY2003-2004 to VDSS show contract compliance (Award 5 points for quarterly program reports and 5 points for fiscal/invoices.)

Consideration will also be given to the significance of the project to the locality and/or state, and if applicable, likelihood for continuation with other funding sources, and/or replication. Each proposal meeting the specified guidelines will receive full consideration. All applicants will be notified in writing of the final decision.

- Award to Grantees:

The Request for Applications process is a competitive process and awards are given based on a review of criteria defined within the RFA and negotiations of final terms. The Department reserves the right to award single or multiple awards. The Department may, with a written explanation, withdraw the RFA or reject applications at any time prior to the award (s).

## V. REPORTING REQUIREMENTS

The grantee shall produce the following reports of activities and services:

**Quarterly Narrative and Statistical Reports** which shall be sent to DSS within 15 days of the preceding quarter and shall include the following:

- a. A detailed description of activities and an assessment of the progress of the project compared to the work plan; each goal, objective, and related strategies and activities shall be addressed;
- b. Any gaps in services or barriers to the progress of the project, with proposed solutions;
- c. An explanation of any deviations from the work plan;
- d. Any changes in staffing;
- e. Identification of any particularly successful or unsuccessful project activities or components; and
- f. Copies of any materials that have been developed under the contract. (Materials produced under this contract must bear a statement that the project was supported by the Virginia Department of Social Services, using funds from the Victims of Crime Act).
- g. Statistical information on the clients served including statutorily required civil rights statistics on victims served by race or national origin, sex, age, and disability.

**The VOCA GRANT QUARTERLY FORM** must be submitted online within 15 days following the end of each quarter. Grantees will have access to this form online, and complete required fields for all clients who have terminated the program within the previous quarter. For example: The first quarter will end September 30<sup>th</sup>, 2004. For all clients served and **discharged** from the program between July 1, 2004 and September 30<sup>th</sup>, 2004, an online form must be completed.

The fields on this form will be:

**Grant Number** – the grant number assigned to the project.

**Family I.D. Number** – the number assigned to the family.

**Child Development Needs Met** – as a result of the services provided have the condition of the victim in the areas of physical health, emotional, or educational improved, diminished or presented no change.

**Parent Child Interaction** – as a result of the services rendered, has the interaction between the child and family in the area of non-violent discipline, nurturing of the parents, age appropriate expectations and developmental stimulations, improved, diminished or presented no change.

**Permanency (VOCA applicants only)** - has permanency and stability been achieved within 18 months or not. What are the actual numbers of placement moves for child.

**Interagency Collaboration with DSS** - check any or all coordinated efforts with VDSS in the following area: referrals, joint case planning/staffing, abuse/neglect multi-disciplinary team/coalition member, cross training, interagency protocols/letters of agreement or/and joint program development (blended initiatives).

**A Final Project Report** which shall be made to the Department of Social Services within 30 days of the completion of the contract. The final report is a cumulative summary and evaluation of project activities and services over the contract period. It shall be in the same format as quarterly narrative reports and shall include:

- a. An overall evaluation of the project including an assessment of whether the project's goals and objectives were met; each goal and objective, as stated in the Workplan, shall be addressed;
- b. Any problems or delays that were encountered and how they were resolved;
- c. An assessment of the program's effectiveness and the value to the client/community, including quantitative and qualitative measures and outcome evaluation;
- d. Case examples that demonstrate the benefits of VOCA funding;
- e. Efforts that have been made to continue the program past the grant period;
- f. Statistical information on clients served;
- g. Copies of any materials that were developed under the contract.

A document may be required by the purchasing agency for the purpose of disseminating any portions of the project which have been successful in a manner useful to other agencies or organizations in setting up a similar project. The purchasing agency will assist the contractor in determining what information shall be included after receiving the final report.

**A written report to the purchasing agency which shall be submitted within seven (7) days indicating significant deviations from anticipated progress and/or problems associated with the delivery of services as agreed to by the purchasing agency and the contractor.** Such report shall identify the deviations and/or problems, whether anticipated or actual, the effects of such on the performance under this contract, and a proposed plan for resolution.

All contractors shall produce the following **quarterly** fiscal reports:

- a. Quarterly expenditure statement that includes documentation of matching funds.
- b. Personnel schedule with a breakdown of salary and benefits and position.

All contractors shall maintain appropriate programmatic and financial records that fully disclose the amount and disposition of VOCA funds received including: financial documentation for disbursements; daily time and attendance records specifying time devoted to VOCA allowable victim services; client files; the portion of the project supplied by other sources of revenue; and job descriptions. Records must be maintained that clearly show the source, the amount, and the period during which the match was allocated. The basis for determining value and volunteer services must be documented. The contractor agrees to provide any additional reports that the buyer may request by written notice to the contractor.

## **VI. - PRE-PROPOSAL CONFERENCE**

**OPTIONAL PRE-PROPOSAL CONFERENCE:** An optional pre-proposal conference will be held **9:45 to Noon, April 15, 2004** in Henrico County at the Forest Office Park, Wythe Building 2<sup>nd</sup> Floor 1604 Santa Rosa Road, Richmond, Virginia 23229 (804) 662-7475. The purpose of this conference is to allow potential offerors an opportunity to present questions and obtain clarification relative to any facet of this solicitation.

While attendance at this conference will not be a prerequisite to submitting a proposal, offerors who intend to submit a proposal are encouraged to attend. Bring a copy of the solicitation with you. Any changes resulting from this conference will be issued in a written addendum to the solicitation.

## VII. APPLICATION AND FORMS

- A. GRANT APPLICATION COVER SHEET
- B. FEDERAL PROGRAM ASSURANCES
- C. GENERAL GRANT CONDITIONS
- D. VOCA PROGRAM SUMMARY FORM
- E. PROJECT DESCRIPTION QUESTIONNAIRE FORM
- F. WORK PLAN - OVERVIEW OF ACTIVITIES/OUTCOMES FORM
- G. ITEMIZED BUDGET FORM
- H. QUARTERLY PROGRESS REPORT

GRANT APPLICATION COVER SHEET  
Department of Social Services  
7 North Eighth Street  
Richmond, Virginia 23219

### ATTACHMENT A

The grant application form may be downloaded from the following VDSS web site at <http://www.dss.state.va.us>

Grant Program – List the grant program you are applying for.

Applicant - Use this space to provide the name of your organization.

Applicant FIN – Use this space to provide the applicant localities federal Taxpayer Identification number.

Jurisdiction(s) Served - List all localities to be served; or indicate "statewide" if that is appropriate.

Program Title - List the specific title of the grant program category, if any, under which you are requesting funds; for example "Multidisciplinary Partnerships."

Grant Period - Provide the proposed grant period.

Type of Application – New, Continuation or revised application

Project Director, Project Administrator, and Finance Officer

**Project Director** - The person who will have day-to-day responsibility for managing the project.

**Project Administrator** - The person who has authority to formally commit the not-for-profit organization, locality or state agency to complying with all the terms of the grant application including the provision of the required cash match. This **must** be the chief executive officer of the applicant organization, the highest elected officer of the locality, or, in the case of a state agency, the agency head. If someone other than one of these officials has been delegated the authority to sign, and signs the grant application, provide a copy of the letter, memorandum or other document by which the signing authority was delegated.

**Finance Officer** - The person who will be responsible for fiscal management of funds.

**It is extremely important that you provide fax as well as telephone numbers for each person. If possible, please provide an e-mail address also.**

Project Budget Summary – Total figures from "Itemized Budget."

## GRANT APPLICATION COVER SHEET - Attachment A,1

DEPARTMENT OF SOCIAL SERVICES Request for Application Number G SVC-04-07

<b>Grant Program:</b>			
<b>Applicant:</b>			
<b>Address:</b>			
<b>Applicant Federal ID Number:</b>			
<b>Jurisdiction(s) Served:</b>			
<b>Program Title:</b>			
<b>Grant Period:</b>			
<b>Type of Application:</b>	<input type="checkbox"/> New <input type="checkbox"/> Continuation of Grant Number: <input type="checkbox"/> Revision of Grant Number:		

	Project Director	Project Administrator	Finance Officer
<b>Name:</b>			
<b>Title:</b>			
<b>Address</b>			
<b>Phone:</b>			
<b>Fax:</b>			
<b>E-mail:</b>			
<b>Signature of Project Administrator/Director:</b>			

Project Budget Summary		
<b>VDSS Funds</b>	<b>Match, if required</b>	<b>Grand Total</b>
\$	\$	\$



Authorized Certifying Officials of each provider association applying for funding must sign the following forms listed below to be considered for this grant.

“SF 424B – Assurances – Non-Construction Programs”

“W-9 Request For Taxpayer Identification Number(s) and Certificate”

**“SF 424B – Assurances – Non-Construction Programs”**

1. Hold the “CTRL” key down while clicking on the link below to access form SF424B – Assurances – Non-Construction Programs, **OR** simply click on the link below to access the form.

<http://www.acf.hhs.gov/programs/ofs/grants/sf424b.pdf>

2. Once the form is accessed, click on “File,” then “Print.”
3. Read, sign and include form “SF424B – Assurances – Non-Construction Programs” in your completed application.

**“W-9 Request For Taxpayer Identification Number(s) and Certificate”**

1. Hold the “CTRL” key down while clicking on the link below to access “W-9 Request For Taxpayer Identification Number(s) and Certificate” **OR** simply click on the link below to access the form.

[http://www.localagency.dss.state.va.us/divisions/finance/files/finance/forms/Forms/W9\\_Report\\_for\\_Taxpayer\\_ID\\_Numbers\\_and\\_Certificate.pdf](http://www.localagency.dss.state.va.us/divisions/finance/files/finance/forms/Forms/W9_Report_for_Taxpayer_ID_Numbers_and_Certificate.pdf)

2. Once the form is accessed, click on “File,” then “Print.”
3. Read, sign and include form “W-9 – Request For Taxpayer Identification Number(s) and Certificate” in your completed application.

**FY2004 Victims of Crime Act,**  
**Child Abuse and Treatment**  
**Summary Form**

**Lead Organization Name** \_\_\_\_\_

**Contact Person** \_\_\_\_\_

**Address** \_\_\_\_\_

**Address** \_\_\_\_\_

**City, State, Zip** \_\_\_\_\_

**Telephone** \_\_\_\_\_

**FAX Number** \_\_\_\_\_

**E-mail Address** \_\_\_\_\_

**TOTAL REQUEST \$** \_\_\_\_\_

**Project Summary - 50 words or less**

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**Include: Description of services to be provided, geographic area to be served, target population, numbers to be served and community partners. The summary should be suitable for publication in a report describing all funded projects.**

**Victims of Crime Act, Child Abuse and Treatment  
Questionnaire  
Project Description**

(This questionnaire replaces the narrative requirement. Response is limited to the space provided.)

**1. Description of New or Existing Project (to include proposed or current services, activities and materials):**

**2. What high level outcomes are expected from this project/community on behalf of the clients served? Describe concrete criteria by which success of the service will be demonstrated and any planning activities.**

**3. Describe how the strategies/activities in #2 will coordinate and link with other treatment efforts and/or services in the community. Describe how services will facilitate an integrated child protection network with the Virginia Department of Social Services and other community partnerships designed to keep children and families safe.**

**4. Document Critical Need for VOCA Project (include geographic area to be served, population of area, target population of area, projected number of victims to be served, and founded child abuse and neglect complaints and family assessment cases 7/1/02 – 6/30/03):**

**5. If this proposed project a continuation of existing services, include information about previously existing financial resources such as source, amount and the reason(s) funds were terminated or insufficient. Describe attempts made to secure other funding sources.**

**6. Is there a need for this VOCA project in your area? Are there similar service programs in your area? Briefly explain why this proposed project is not a duplication of services; and how it will increase community collaboration efforts in your community.**

**7. Describe the methods and criteria that will be used to quantitatively and qualitatively measure project performance and analyze results. The plan should include process and outcome evaluation procedures, and mechanisms for ongoing review, record keeping, data collection, and analysis of cost effectiveness.**

**8. Present a plan for continuing the project beyond this grant year. Include a discussion of application to other funding sources, volunteer efforts, incorporation into local government or parent organization budget, or other fund raising strategies that will prevent/alleviate dependence on VOCA funding.**

**9. Identify any obstacles to the development of community collaboration to aid crime victims. How does this proposed project reduce these obstacles?**

**10. All receipts of this grant are expected to promote within the community, coordinated public and private efforts to aid crime victims. In lieu of letters of support, all applicants must identify collaborative partners in the community. To facilitate this project's success, applicants must obtain the Agency Director's endorsement of those collaborative partners identified on the form below. The signature will signify a working relationship between the two entities. Also explain what the partner's working relationship will be in the planning and delivery of services for this project.**

## COMMUNITY COLLABORATION PROJECT ENDORSEMENT FORM

AGENCY *	NAME *	TITLE *	SIGNATURE *	DATE
LOCAL DEPARTMENT OF SOCIAL SERVICES				
LOCAL LAW ENFORCEMENT				
LOCAL MENTAL HEALTH VICTIM TREATMENT				
COURT SERVICES				
OTHER (identify)				
OTHER (identify)				

**\*Agency Director's Signature**



## **GENERAL GRANT CONDITIONS AND ASSURANCES**

The applicant, for federal funds administered by DSS, gives assurances and certifies with respect to the grant that it will comply with the following requirements:

1. The applicant will comply with all applicable provisions of the funding source and the Department of Social Services (DSS) Program Guidelines.
2. The applicant assures that fund accounting, auditing, monitoring, and such evaluation procedures as may be necessary to keep such records as the Department of Social Services shall prescribe shall be provided to assure fiscal control, proper management, and efficient disbursement of funds received under this grant.
3. **CHANGES TO THE AGREEMENT:** Changes can be made to the grant agreement. The parties may agree in writing to modify the scope of services. An increase or decrease in the price of the agreement resulting from such modification shall be agreed to by the parties as a part of their written agreement to modify the scope of the grant agreement.
4. **DEFAULT AND/OR CANCELLATION OF GRANT:** In the case of failure to deliver services in accordance with the terms and conditions, DSS, after due oral and written notice, may obtain them from other sources. The purchasing agency reserves the right to cancel and terminate any resulting grant, in part or in whole, without penalty, upon thirty (30) days written notice to the grantee. In the event the initial grant period is for more than 12 months, the resulting grant shall be terminated by either party, without penalty, after the initial 12 months of the grant period upon thirty (30) days written notice to the other party. Any grant cancellation notice shall not relieve the grantee of the obligation to deliver and/or perform all services agreed to prior to the effective date of cancellation.
5. **INSPECTION AND AUDIT:** The applicant agrees to retain all books, records, and other documents relative to this grant for five (5) years after final payment, or until audited by the Commonwealth of Virginia. The agency, its authorized agents, and/or State auditors shall have full access to and the right to examine any of said materials during said period. The applicant further agrees to comply with the organizational audit requirements of OMB Circular A-128, "Audits of State and Local Governments" or the Single Audit Act and OMB Circular A-133.

A Grantee who expends \$500,000 or more in combined federal funding is required at its expense to have an independent grant audit performed annually in accordance with the Single Audit Act and OMB Circular A-133. A copy of all audits must be forwarded to DSS within thirty days after receipt of the report by the institution or agency. The audit report shall be submitted no later than one (1) year from the end-date of the grant award as stated on the Statement of Grant Award/Acceptance, and for each audit cycle thereafter covering the entire award period as originally approved or amended. The management letter must be submitted with the audit report.

6. **ANTI-DISCRIMINATION:** The applicant certifies to the Commonwealth that they will conform to the provisions of the Federal Civil Rights Act of 1964, as amended, as well as the Virginia Fair Employment Contracting Act of 1975, as amended, where applicable, the Virginians With Disabilities Act, the Americans With Disabilities Act and Section 11-51 of the Virginia Public Procurement Act which provides:

In every contract over \$10,000 the provisions in 1. and 2. below apply:

1. During the performance of this grant, the applicant agrees as follows:

- a. The applicant will not discriminate against any employee or applicant for employment because of race, religion, color, sex or national origin, or disabilities, except where religion, sex or national origin is a bona fide occupational qualification reasonably necessary to the normal operation of the applicant. The applicant agrees to post in conspicuous places, available to employees and applicants for employment, notices setting forth the provisions of this nondiscrimination clause.
- b. The applicant, in all solicitations or advertisements for employees placed by or on behalf of the applicant, will state that such contractor is an equal opportunity employer.
- c. Notices, advertisements and solicitations placed in accordance with federal law, rule or regulation shall be deemed sufficient for the purpose of meeting the requirements of this Section.

2. The applicant will include the provision of 1 above in every subcontract or purchase order over \$10,000, so that the provisions will be binding upon each subcontractor or vendor.

The applicant assures that in the event a federal or state court or federal or state administrative agency makes a finding of discrimination after a due process hearing on the grounds of race, color, religion, national origin or sex against a recipient of funds, the recipient will forward a copy of the finding to DSS.

7. ETHICS IN PUBLIC GRANTS ADMINISTRATION: By submitting their proposals, applicants certify that their proposals are made without collusion or fraud and that they have not offered or received any kickbacks or inducements from any other applicant in connection with their proposal, and that they have not conferred on any public employee having official responsibility for this procurement transaction any payment, loan, subscription, advance, deposit of money, services or anything of more than nominal value, present or promised unless consideration of substantially equal or greater value was exchanged.
8. IMMIGRATION REFORM AND CONTROL ACT OF 1986: By submitting their proposals, the applicants certify that they do not and will not during the performance of this grant employ illegal alien workers or otherwise violate the provisions of the federal Immigration Reform and Control Act of 1986.
9. QUALIFICATIONS OF APPLICANTS: DSS may make such reasonable investigations as deemed proper and necessary to determine the ability of the applicant to perform the work and the applicant shall furnish DSS all such information and data for this purpose as may be requested. DSS reserves the right to inspect applicant's capabilities. DSS further reserves the right to reject any application if the evidence submitted by, or investigations of, such applicant fails to satisfy DSS that such applicant is properly qualified to carry out the obligations of the sub grant and to complete the work contemplated therein.
10. NONDISCRIMINATION OF APPLICANTS: An applicant shall not be discriminated against in the solicitation or award of this grant because of race, religion, color, sex, national origin, age, or disability or against faith-based organizations. If the award of this grant is made to a faith-based organization and an individual, who applies for or receives goods, services, or disbursements

provided to this grant objects to the religious character of the faith-based organization from which the individual receives or would receive the goods, services, or disbursements, the public body shall offer the individual, within a reasonable period of time after the date of his objection, access to equivalent goods, services, or disbursements from an alternative provider.

11. AVAILABILITY OF FUNDS: It is understood and agreed between the parties herein that DSS shall be bound hereunder only to the extent of the funds available or which may hereafter become available for the purpose of this agreement.
12. RENEWAL OF GRANT: This grant may be renewed by the Commonwealth upon written agreement of both parties for two (2) successive one year periods, under the terms of the current grant, and at a reasonable time (approximately 60 days) prior to the expiration.
13. APPLICANT PERFORMANCE: The purchasing agency reserves the right to send one of its representatives to the event at no cost to the Commonwealth. The purchasing agency may monitor and evaluate the applicant's performance under the grant through analysis of required reports, expenditure statements, site visits, interviews with or surveys of relevant agencies/ organizations and individuals having knowledge of the applicant's services or operations, audit reports, and other mechanisms deemed appropriate by the purchasing agency. Performance under this grant shall be a primary consideration for extension of this grant and may be a consideration in future grant awards and negotiations.
14. FISCAL ADMINISTRATION: These funds are not intended to supplant existing resources or to duplicate existing funds. It is expected that this source of revenue will encourage and stimulate contributions from other public and private sources.
  - A statement of grant award/acceptance will be signed between the Virginia Department of Social Services and the local administrator of the applying agency upon granting of an award. Upon approval of the grant award, the grantee will be reimbursed for expenses on a **quarterly** basis according to the terms of the grant award. Therefore, the applicant agency must be prepared to pay expenses as they are incurred and then submit expenditure statements/request for funds on a **quarterly** basis to the Department of Social Services for reimbursement. The sub-grantee should allow 30 days from the time expenditure statements/request for funds are received by the Department until reimbursement is received. If errors are found in the expenditure statements, the 30 days will be from the date errors are corrected.
  - The applicant will be required to maintain adequate accounting records to support all requests for reimbursement. These records shall be available for review by the State.
15. COMPENSATION: to the grantee for delivered services shall be as follows:
  - The grantee shall be paid on a cost reimbursable basis.
  - Actual expenditures shall be invoiced pursuant to approved line item budget categories.
  - No amendments to the approved budget may be made without the prior written approval of the Department of Social Services. *(Optional according to Program: No more than **two** budget amendments will be permitted during the grant period.* Budget amendments must be requested using the Budget Amendment Request form accompanied by a narrative.

- The invoice period shall be **quarterly**. The grantee shall invoice the purchasing agency each **quarter** on forms supplied by the purchasing agency and shall submit an expenditure statement/request for funds and financial report showing no services delivered if that is the case in any invoice period. The purchasing agency shall not be obligated to pay for services when the grantee fails to submit **quarterly** expenditure statements/request for funds and a financial report for such services within seven (7) calendar days after the close of the **quarter** in which services were delivered. Expenditure statements/request for funds which are valid and correct shall be processed and paid no later than thirty (30) calendar days after receipt of the expenditure statement/request for funds.
- If the grantee fails to correctly provide any services and/or reports as specified in the terms and conditions of the grant, and in the time period specified, the purchasing agency may withhold payment of expenditure statements/request for funds until said services and/or reports are provided. All services provided by the grantee pursuant to this grant shall be performed to the satisfaction of the purchasing agency, and in accord with applicable federal, State and local laws, ordinances, rules and regulations. The grantee shall not receive payment for work found by the purchasing agency to be unsatisfactory, or performed in violation of federal, State or local laws, ordinances, rule or regulations.
- The grantee shall be required to maintain accounting records to document all requests for reimbursement. These records shall be available for review by the State. Expenditures will be monitored by the Department of Social Services.

16. **DRUG-FREE WORKPLACE:** During the performance of this grant, the applicant agrees to (i) provide a drug-free workplace for the applicant's employees; (ii) post in conspicuous places, available to employees and applicants for employment, a statement notifying employees that the unlawful manufacture, sale, distribution, dispensation, possession, or use of a controlled substance or marijuana is prohibited in the applicant's workplace and specifying the actions that will be taken against employees for violations of such prohibition; (iii) state in all solicitations or advertisements for employees placed by or on behalf of the applicant that the applicant maintains a drug-free workplace; and (iv) include the provisions of the foregoing clauses in every sub-grant or purchase order of over \$10,000, so that the provisions will be binding upon each sub-applicant or vendor.

For the purposes of this section, "drug-free workplace" means a site for the performance of work done in connection with a specific grant awarded to an applicant in accordance with this certification, the employees of whom are prohibited from engaging in the unlawful manufacture, sale, distribution, dispensation, possession or use of any controlled substance or marijuana during the performance of the grant.

17. **SMOKE FREE ENVIRONMENT:** By submitting their proposals, applicants certify to the Commonwealth that they will comply with the requirements of Public Law 103-227, Part C - Environmental Tobacco Smoke, also known as the Pro-Children Act of 1994 (Act), which requires that smoking not be permitted in any portion of any indoor facility owned or leased or granted for by an entity and used routinely or regularly for the provisions of health, day care, education, or library services to children under the age of 18, if the services are funded by Federal programs either directly or through State or local governments, by Federal grant. The law does not apply to children's services provided in private residences, facilities funded solely by Medicare or Medicaid funds, and portions of facilities used for inpatient drug or alcohol treatment. Failure to comply with the provisions of the law may result in the imposition of a

civil monetary penalty of up to \$1000 per day and/or the imposition of an administrative compliance order on the responsible entity.

### **CERTIFICATION**

I certify that all the information presented is correct, that there has been appropriate coordination with affected agencies, and that the applicant will comply with the General Grant Conditions and Assurances and all other federal and state laws and rules and regulations that apply to this award.

\_\_\_\_\_  
Authorized Official

\_\_\_\_\_  
Date

## Attachment D

### INSTRUCTIONS FOR COMPLETING ACTIVITIES/OUTCOMES FORM (Work Plan)

**Performance Measurement** is a system for measuring the **results** of public programs.

#### Why Performance Measurement?

No longer are legislators and funders satisfied with allocating dollars and getting back reports of numbers served and program activities. Performance measurement enables legislators, funding sources, and communities to know what impact the dollars have had i.e. ***what effect or change has resulted from dollars invested and how a person's life or community has been changed.***

Performance measurement starts with “the end in mind” e.g. what do you want to occur as a result of your service?

#### Performance measurement consists of:

**High level outcomes:** Desired results in social health or well-being. High level outcomes reflect the longer-term, global effects the program is intended to achieve. e.g. To reduce child abuse and neglect.

**Activities:** List the key activities/initiatives proposed to achieve the goal(s) and objective(s) of the grant program.

**Staff Responsible:** Indicate the staff or organizations responsible for carrying out each activity/initiative.

**Output:** An output is a process measure which describes the conditions under which measurements will be made. This may refer to the timeframe and/or implementation of an activity/initiative, frequency, number of participants, etc. Process measures are *activity focused and contribute to interim outcomes. They do not reflect qualitative outcomes.* E.g. the number of parents participating in parent education classes or the number of community presentations.

**Outcomes:** Interim improvements in participant's or community progress towards a high level outcome. Interim outcomes reflect a more immediate or direct effects a program is intended to achieve. Outcomes typically address changes in

participant performance/behavior that occur as a result of specific activities. They may include, but are not limited to a change or benefit in behavior, knowledge, skills, attitude, values, or condition.

**Outcome Measures:** Documents the condition of clients after a service has been provided e.g. increased skills, modified behavior, improved condition. Outcome measures address *qualitative outcomes*.

Outcome measures can include research based instruments with demonstrated reliability and validity, statistics, interviews, observations, rating scales, surveys, focus groups, records, goal attainment, etc.

Performance measurement enables program directors and communities to measure program effectiveness and *demonstrate both quantitative and qualitative* results that contribute to a higher level social outcome.

Example:

<b>Strategy</b>	Agency “x” will provide parenting classes for parents known to CPS
↓	
<b>Staff Responsible</b>	John Doe
↓	
<b>Output</b>	6 weeks, 2 hour sessions for 10-12 participants, during the period of 6/01/03 – 7/15/03
↓	
<b>Interim Outcome</b>	Parents will use redirection, positive reinforcement & praise to promote desired behavior
↓	
<b>Outcome Measure</b>	80% of parents completing course will use redirection, praise and positive reinforcement as measured by “x” instrument.

## WORK PLAN

Attachment D 1

FROM \_\_\_\_ / \_\_\_\_ / \_\_\_\_ TO \_\_\_\_ / \_\_\_\_ / \_\_\_\_ GRANTEE NAME \_\_\_\_\_ GRANT # \_\_\_\_\_

### HIGH LEVEL OUTCOME:

<b>ACTIVITIES</b> <i>What the service/initiative does.</i>	<b>STAFF RESPONSIBLE</b>	<b>OUTPUT</b> <i>What program produces. Service frequency, participant numbers, begin/end dates.</i>	<b>INTERIM OUTCOMES FOR CHILD, FAMILY OR COMMUNITY</b> <i>Qualitative results from activity. What difference will the service make?</i>	<b>EVALUATION *</b> <i>Qualitative &amp; Quantitative Outcome Measures</i>

\* Outcome measures can include surveys, interviews, rating scales, records, case plan goal attainment, observations, statistics, etc.



**BUDGET SUMMARY - DSS FUNDS AND MATCH FUNDS****Attachment E**

GRANT PERIOD: FROM \_\_\_\_/\_\_\_\_/\_\_\_\_ TO \_\_\_\_/\_\_\_\_/\_\_\_\_ GRANTEE NAME: \_\_\_\_\_

<b>BUDGET CATEGORY</b>	<b>JUSTIFICATION (How costs were determined)</b>	<b>TOTAL DSS REQUEST</b>	<b>TOTAL MATCH AMOUNT</b>
SALARIES			
EMP. BENEFITS			
POSTAGE			
RENT & UTILITIES			
EQUIPMENT			
PRINTING			
CONSUMABLE SUPPLIES			
TRAVEL			
OTHER (Specify)			
OTHER (Specify)			
OTHER (Specify)			
OTHER (Specify)			
<b>TOTAL REQUESTED FROM DSS</b>			

\* Awarded funds cannot be used to supplant existing funds.

## ITEMIZED BUDGET - SALARIES AND EMPLOYEE BENEFITS

FROM \_\_\_\_/\_\_\_\_/\_\_\_\_ TO \_\_\_\_/\_\_\_\_/\_\_\_\_ GRANTEE NAME: \_\_\_\_\_

<b>SALARIES</b>	HOURS PER WEEK	% OF TIME ON PROJECT	ANNUAL SALARY	AMOUNT REQUESTED FROM DSS
STAFF POSITION				
1.				
2.				
3.				
4.				
5.				
6.				
<b>TOTAL SALARIES REQUESTED FROM DSS</b>	-----	-----	-----	

### EMPLOYEE BENEFITS

NAME OF BENEFIT	STAFF POSITION (# ABOVE)	% OR RATE	ANNUAL COST	AMOUNT REQUESTED FROM DSS
FICA				
PENSION/RETIREMENT				
HEALTH INSURANCE				
WORKER'S COMPENSATION				
UNEMPLOYMENT				
OTHER (SPECIFY)				
<b>TOTAL EMPLOYEE BENEFITS REQUESTED FROM DSS</b>	-----	-----	-----	

### ITEMIZED BUDGET - OTHER PROPOSED EXPENSES

GRANT PERIOD: FROM \_\_\_\_/\_\_\_\_/\_\_\_\_ TO \_\_\_\_/\_\_\_\_/\_\_\_\_

GRANTEE NAME: \_\_\_\_\_

LINE ITEM	JUSTIFICATION (How costs were determined)	PROPOSED DSS FUNDS
<b>POSTAGE TOTAL</b>		
Administrative		
Program		
<b>RENT AND UTILITIES TOTAL</b>		
Rent		
Utilities		
Telephone		
<b>EQUIPMENT TOTAL</b>		
Equipment Purchase		
Equipment Rental		
<b>PRINTING TOTAL</b>		
Administrative		
Program		
<b>CONSUMABLE SUPPLIES TOTAL</b>		
Office		
Program		

(continued on Page 2)

**ITEMIZED BUDGET - OTHER PROPOSED EXPENSES**

GRANT PERIOD: FROM \_\_\_\_/\_\_\_\_/\_\_\_\_ TO \_\_\_\_/\_\_\_\_/\_\_\_\_

GRANTEE NAME:

LINE ITEM	JUSTIFICATION (How costs were determined)	PROPOSED DSS FUNDS
<b>TRAVEL TOTAL</b>		
Administrative		
Program		
<b>OTHER TOTAL</b>		
Insurance		
Professional Fees		
Client Fund		
Other (specify)		
Other (specify)		
Other (specify)		
Other (specify)		
Other (specify)		
Other (specify)		

TOTAL AMOUNT REQUESTED FROM DSS: \$\_\_\_\_\_

## ITEMIZED BUDGET - MATCH DOCUMENTATION

GRANT PERIOD: FROM \_\_\_/\_\_\_/\_\_\_ to \_\_\_/\_\_\_/\_\_\_      GRANTEE NAME: \_\_\_\_\_

BUDGET CATEGORY	BRIEF DESCRIPTION	SOURCE	CASH	IN-KIND VALUE	TOTAL MATCH
Salaries					
Employee Benefits					
Postage					
Rent and Utilities					
Equipment					
Printing					
Consumable Supplies					
Travel					
Other (Specify)					
Total Amounts Supplied by Match					

### Progress Report

Department of Social Services

Grantee:		Grant Number:	
Project Title:		Date of Report:	
Grant Period:	To:	Final Report?	Yes <input type="checkbox"/> No <input type="checkbox"/>
Date Project Completed:	Report Period Ending: 9/30 <input type="checkbox"/> 12/31 <input type="checkbox"/> 3/31 <input type="checkbox"/> 6/30 <input type="checkbox"/>		
Program Administrator:		Project Director:	

This progress report is required as part of the program reporting requirements of the Department of Social Services. The report should include:

#### Program Activities and Issues

Describe in narrative form the progress of your project during this reporting period. If this is a final report, the report should be cumulative as well.

- A. Make reference to the project describing any activities relative to the achievement of objectives. Explain any changes in projected activities and time frames.
- B. Integrate within the narrative an analysis of the evaluation data to support the project outcomes.

## Quarterly Status Report

Enclosed is a blank Status Report form. As part of this report, you should: (1) Transfer your Activities, Outputs, and Outcomes to the appropriate columns on the blank quarterly status report form; (2) Fill in the column titled "Accomplishments" by briefly describing the progress made toward implementing each of the various activities during this reporting period; and the outcomes achieved. Progress made on project activities should be supported by any relevant documentation and/or data for performance measures.

Mail an original and one copy of this report, including this Face Sheet, the written narrative, and the Quarterly Status Report to \_Joan B. Bynum, at the Department of Social Services, 7 North 8<sup>th</sup> Street, 4th Floor, Richmond, Virginia 23219.

<b>VDSS Use Only</b>		
TA Required?	Yes <input type="checkbox"/>	No <input type="checkbox"/> Date:
Recommendation:		
Action Taken:		

**QUARTERLY STATUS REPORT**  
Quarter: 1<sup>st</sup> \_\_\_ 2<sup>nd</sup> \_\_\_ 3<sup>rd</sup> \_\_\_ 4<sup>th</sup> \_\_\_

GRANTEE NAME: \_\_\_\_\_

GRANT #: \_\_\_\_\_

INTERIM OUTCOMES (as stated on Approved Workplan):

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Strategies/ Activities this quarter	Achievements this quarter	Outputs/ Numbers Served	Problems/Changes
1)			
2)			
3)			
4)			



**QUARTERLY STATUS REPORT** Quarter: 1<sup>st</sup> \_\_\_\_ 2<sup>nd</sup> \_\_\_\_ 3<sup>rd</sup> \_\_\_\_ 4<sup>th</sup> \_\_\_\_

GRANTEE NAME: \_\_\_\_\_ GRANT# \_\_\_\_\_

Activities this quarter	Outputs	Outcomes	Accomplishments
1)			
2)			
3)			
4)			
5)			

Issues & Comments:

## QUARTERLY FINANCIAL STATUS REPORT

NAME OF GRANTEE: \_\_\_\_\_ Quarter: 1<sup>st</sup> \_\_\_\_ 2<sup>nd</sup> \_\_\_\_ 3<sup>rd</sup> \_\_\_\_ 4<sup>th</sup> \_\_\_\_

Budget Category	a. Total Approved Budget	b. Expenditures Previously Reported	c. Expenditures This Quarter	d. Unliquidated Obligations	e. Total Expenditures Year To Date
Salaries & Wages					
Benefits					
Postage					
Rent and Utilities					
Lease/Purchase Equipment					
Printing					
Consumable Supplies					
Travel					
Other (Specify)					
<b>Other (Specify)</b>					

